

How to Make a New Starter Booking Online

Customer User guide



Arden&GEM

Health and social care systems support



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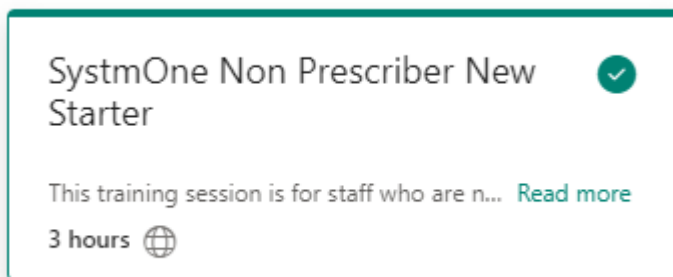
Booking a new starter session

Click on the link <https://forms.office.com/e/swK2w386gH> which will take you to a Microsoft Forms page.

Fill it in and then you will get a link to click on to take you to the bookings app.

4. Please click this link to book your session: <https://outlook.office365.com/owa/calendar/agemClinicalSystemsTrainingCSTCalendar@nhs.onmicrosoft.com/bookings/s/l9MqZYmVmkGS96UihQ2DUw2>

Click on the new starter session so there's a tick in the corner:



The calendar will then show the available dates and times on those dates. To see further dates that are available click on the arrow above the calendar.

05 April

DATE

TIME

< > April 2023

13:00

Mo	Tu	We	Th	Fr	Sa	Su
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

All times are in (UTC+00:00) Dublin, Edinburgh, Lisbon, London

Once you've chosen the date and time you want to book, scroll down the page and fill in your contact details:

ADD YOUR DETAILS

Name *

Email *

Phone number *

Notes *

Then scroll down again and you will see some additional questions to complete.



 **PROVIDE ADDITIONAL INFORMATION**

Please specify your job title

Have you used SystemOne before?

You are booked onto a course that doesn't include prescribing, is this correct?

If yes, how long for? (optional)

Which GP Practice/PCN/Organisation are you from?

Book

Once you've filled in all the details, click 'book'.





What happens when your session is booked

Once booked you will receive a booking confirmation to the email address you entered on the booking form. The email will have the teams invite for the session.

You will also receive a reminder a week before and 2 days before.

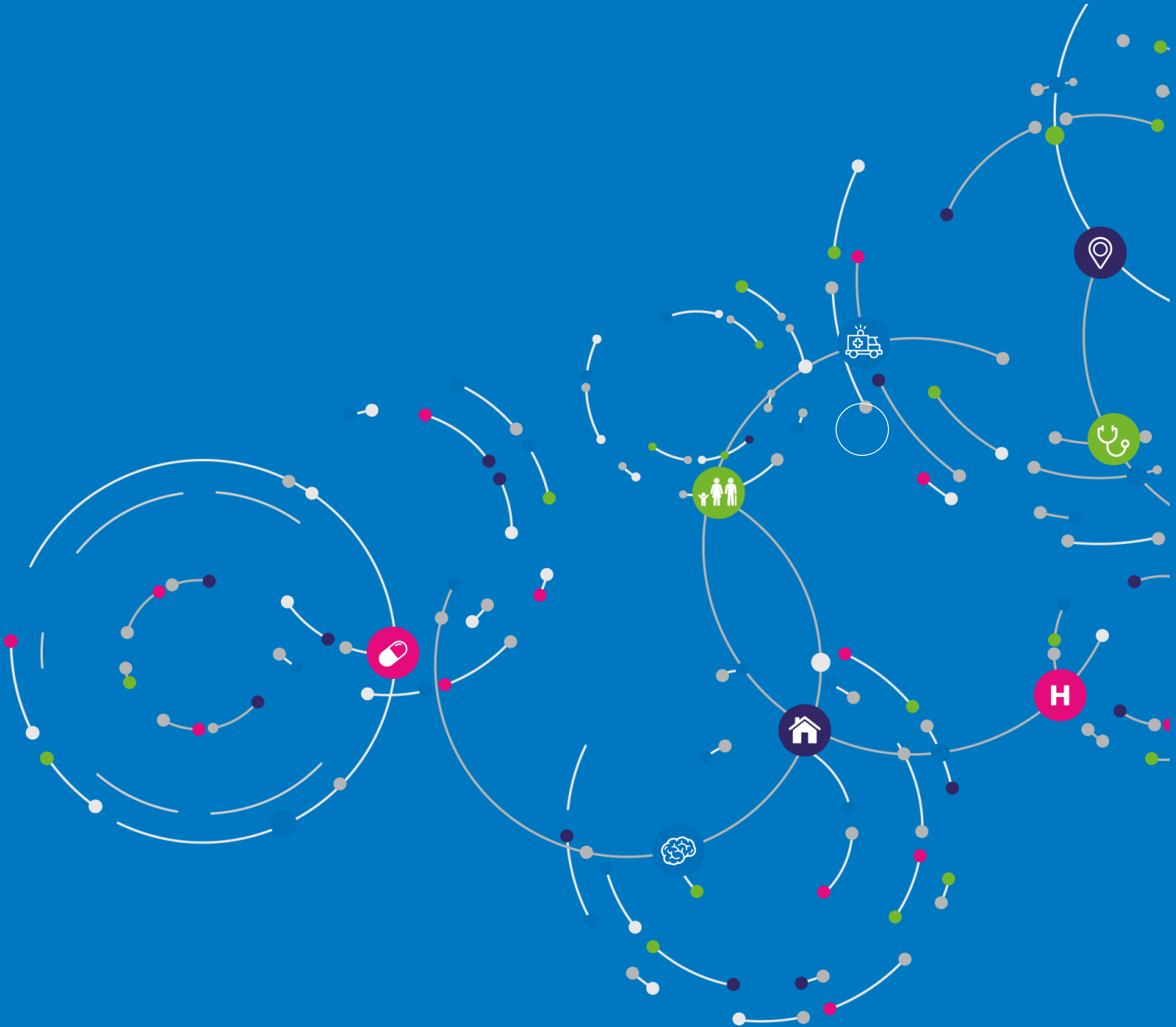
Cancelling your booking

If you are cancelling up to 24hours before, please email agcsu.gpsystemstraining@nhs.net.

If you are cancelling on the morning of your session, please call 01277 695003.



**Arden and
Greater East Midlands**
Care System Support



Get in touch with us at:

 www.ardengemcsu.nhs.uk

 @ardengem

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